

## Verification of Enrollment & Verification of Demographics Deadline Extended

After careful consideration and review, the Verification of Enrollment and Verification of Demographics for schools have been extended to **5:00 p.m., December 16, 2013** to ensure accurate data for fall assessment and accountability reporting. This means that the Bureau of Assessment and Accountability (BAA) will continue to pull certified Student Record Maintenance (SRM) files with an “as of date” **on or before October 25, 2013 through 5:00 p.m. on December 16, 2013** from the Michigan Student Data System (MSDS) for fall assessment and accountability purposes.

If verification of the student enrollment and demographics has already been completed and an SRM has already been submitted to change or add student data in MSDS, you do not have to do this again. However, you can continue to review the data on the Verification of Enrollment and Verification of Demographics and submit additional changes you may have missed.

If issues were identified with UIC numbers, enrollment date, exit date, new Individual Education Plans (IEP) or newly identified limited English proficient (LEP) students in MSDS that you were not able to fix by the previous deadline of December 6, you will have until **5:00 p.m., Monday, December 16, 2013** to resolve them and submit an SRM in MSDS to be used for assessment and accountability reporting.

BAA has pulled the Fall 2013 MSDS General Collection and SRM records submitted up through today and will continue to pull them through **5:00 p.m., Monday, December 16, 2013**. The next pull from MSDS will be at 5:00 p.m. today and then continue to be pulled daily at 7:00 a.m., 12:00 noon, and 5:00 p.m. through **5:00 p.m., December 16, 2013**. The current data can be verified on the Verification of Enrollment and Verification of Demographics screens of the Secure Site.

***It is important to know that any records certified after November 27 or that have "As of Date" values other than 10/2/013, will not be used for any other reports that rely on fall count data (e.g., Section 31a allocations).***

To clarify the current open functions on the Secure Site and deadlines:

- The Verification of Enrollment and Verification of Demographics screens on the Secure Site are to be used to verify enrollment and student demographics and the deadline for SRM submissions to be used for assessment and accountability reporting is **5:00 p.m., Monday, December 16, 2013**.
- Verification of Answer Documents is used to verify the accuracy of the answer documents received by the contractor for scoring. The deadline to submit answer document issues from the Verification of Answer Documents screen is **5:00 p.m., Monday, December 16, 2013**.
- The Verification of Not Tested is used to submit a reason why a student did not take one or more required content areas in a fall assessment. The deadline to submit Not Tested reasons is **5:00 p.m., Monday, December 23, 2013**. It is important to remember that you **MUST** submit a student with a missing test from the Verification of Answer Documents screen. You should only submit a Not Tested reason as Missing Test if you have first submitted a Missing Test issue from the Verification of Answer Documents so that it can be researched. You can submit the Not Tested reason immediately after you submit the Missing Test issue from the Verification of Answer Documents.

At this time we are anticipating that the fall 2013 assessment student data files will be available on the Secure Site to districts and schools mid-to-late January 2014. The pdf reports will be available the end of January 2014.

If you need assistance or have additional questions, please email [baa@michigan.gov](mailto:baa@michigan.gov), or call 877-560-8378, and press option 2. If you are an MSDS authorized user and need assistance with MSDS, please email [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517-335-0505.

Detailed instructions for verifying the Accountable Students & Test Verification are located in the *Secure Site Procedure and User Manual* on pages 124 – 184. The manual can be located by clicking on the *User Guide* link at the top of the web site pages. We urge you to review the appropriate pages of the manual to ensure that you have an opportunity to ensure accurate assessment and accountability reporting. In conjunction with the manual you can find a condensed “cheat sheet” at

[http://www.michigan.gov/documents/mde/Accountable\\_Students\\_Directions\\_440818\\_7.pdf](http://www.michigan.gov/documents/mde/Accountable_Students_Directions_440818_7.pdf)